

**Town of Natick
Job Description**

Position Title:	Animal Control Officer	Grade Level:	1
Department	Police	FLSA Status	Non-Exempt
Reports to:	A designated officer		

Statement of Duties: Incumbent is expected to meet and resolve most situations and problems; and to keep supervisor informed of unusual conditions and seek appropriate advice in dealing with them. Laws and regulations applicable to animal control must be observed and followed, as well as any departmental regulations which apply.

Supervision Required: The employee performs work duties under the general and broad supervision of a designated officer of the department, but most day-to-day work is performed independently.

Supervisory Responsibility: None

Accountability: Errors and omissions will result in adverse public relations and potential personal injury.

Judgment: Choosing the appropriate practices, procedures, or regulations to apply in each case.

Complexity: The activities of dogs and animals, especially in interacting with human beings is very unpredictable. Each situation calls upon the incumbent to use special talents in meeting and con-fronting it with proper care to self and animal. This is especially so in the case of sick or injured animals. Sensitivity on the part of the animal owners on the one hand, and protection of the safety of the public on the other hand calls for difficult balancing at times.

Confidentiality: Individual judgment and the application of professional knowledge and experience is required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: Work most out-of-doors while patrolling the community, and there is a great deal of walking in order to apprehend animals. There are dangers in this work, such as: dog bites and acts of irritated citizens. Physical demands are mainly in lifting, carrying and transporting injured animals. Safety precautions must be taken at all times.

Nature and Purpose of Contacts: Most contacts are with members of the general public, especially with dog owners for the purpose of explaining regulations and hearing complaints and checking license status of dogs. Other contacts are with department personnel and employees of the Town Clerk's office and Health Department to verify information. Still other contacts are with representatives of insurance companies where dog bites are involved.

Occupational Risks: Duties do not regularly present risk of injury. Special safety precautions,

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training, or protective clothing is required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Patrols Town to seek out and pick up stray or unlicensed dogs and confines them to designated dog pound; provides care of unlicensed dogs.
- Enforces the leash law of the Town.
- Investigates complaints of vicious or barking dogs, dogs injuring persons, livestock or damaging property or causing annoyances; takes any necessary legal action against owners of such dogs.
- Checks tags against Town Clerk's records to ensure that dogs are duly licensed.
- Picks up and disposes of dead animals on public roads and streets.
- Monitors kennels used by Town to determine that animals are maintained in a sanitary and humane manner, and that proper records are maintained.
- Prepares and maintains required log and record of calls and of reports phoned into office
- Removes sick or injured animals from properties in Town, but without requirement of entering into inaccessible places.
- Instructs persons on proper handling of pets; presents talks at schools and organization meetings on care of pets.
- Provides first aid for animals who are injured or who have been hit by a motor vehicle.
- Performs other related duties of the class, as required or assigned by Chief of Police.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- No specific, formal work experience is required for this work, but incumbent at

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time of appointment must be able to demonstrate skill and ability in performing work responsibilities with animals, particularly dogs.

- A candidate for this class of positions should be a high school graduate and should be able to document prior work in the care of handling of animals.
- Candidates must be in excellent physical condition.
- Hold a valid Motor Vehicle's Operator's license.
- Candidates must be able to demonstrate possession of the required knowledge, skills and abilities to perform this work.

Knowledge, Abilities and Skill

Knowledge:

- Working knowledge of the care and handling of animals, with special emphasis on dogs.
- Working knowledge of State and local laws and regulations relating to animal control and inspection.
- Considerable knowledge of the street system of the Town in order to locate animals and owners of animals.

Abilities:

- Ability to apprehend animals and care for them humanly.
- Check tags against Town Clerk's records to ensure that dogs are duly licensed.
- Ability to receive, understand and interpret written and oral instructions.
- Ability to prepare and maintain records and develop reports.
- Ability to establish and maintain harmonious relationships with others, particularly with dog owners.
- Ability to handle special equipment in the apprehension of dogs and other animals, and using such equipment with skill.

Skill:

Physical and Mental Requirements

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

- Require some agility and physical strength, as well as lifting up to 100 pounds.

Motor Skills:

- Duties involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read and distinguish colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.